

NLPtCA Accreditation Panel Meeting Report 2018

Monday 30th April 2018

UKCP, America House, 2 America Square

London EC3N 2LU

Format of report: Point 6 onwards summarises the Accreditation Panel's recommendations to the Board.

6. Recommendations for the Board

6.1 Reminder to read NLPtCA and UKCP Code of Ethics:

- This year, an applicant missed reading the NLPtCA and UKCP Code of Ethics, to their great cost. It would therefore seem wise to include a prompt in the early sections of the General Guidelines about working within areas of competence and direct the reader to the relevant documents. At least then prospective applicants would be reminded to read these documents 12 months before application and avoid a similar situation. We could also include both Code of Ethics documents with the accreditation documents on nlptca.com.
- Reminders for supervisors and trainers would also help towards preventing this from happening again.
- At AF8 8.1, where we ask for a breakdown of hours worked with *individual 1:1, couples, family, groups and other* we could add a note that all categories beyond individual 1:1 now require specialist training.
- At AFG8 where we refer to *Working with Minors* we could add the same reminder.

6.2 Reaccreditation Process

This year was the first reaccreditation process with the new admin team. Elaine used to do all the initial checking of forms for completeness and then chasing up when a signature or a page etc was missing. This year, in an attempt to increase efficiency and reduce costs, we changed the accompanying letter to highlight the need to pay much greater attention to completing the forms accurately since Elaine was no longer there to pick up the slack. Unfortunately this did not make a great deal of difference. The admin team forwarded all forms to me without checking, since they had not been asked to check the forms. We had hoped that this would mean only a little additional work for me. However, on top of the amount of time it takes to check that each form is complete, which the Registrar is required to do, it took an additional 4 hours to deal with all the missing elements on a large percentage of the forms. Despite our specific request, several people submitted forms with errors and omissions, missing pages and with scanned signatures which are clearly stated as not acceptable.

I suggest that in the accompanying letter we again emphasise that forms, *once completed with handwritten signatures*, can be scanned and sent in electronically but that scanned signatures, i.e. not written on the form by hand are not acceptable as this is our only evidence of personal confirmation that the accredited member has met all requirements to be re-accredited.

6.3 Members of the Accrediting Team

Barbara Gomersall has now stepped down from the Panel having brought such invaluable knowledge, skill and expertise to the team for many years - a heartfelt thank you to Barbara. Zannie Barrett has now completed four years as Registrar and is in the process of handing over to Dawn Haworth who is taking over the role. Welcome Dawn! Zannie will stay with the accrediting team as a member of the Panel. Mike Shallcross

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and the rest of the Panel are happy to continue for 2019 - thank you all so much. Mike has been required to carry out extensive, additional work this year and we are so very grateful to him for his time, energy, diligence and integrity.

A handwritten signature in black ink, appearing to read 'Zannie Barrett', written in a cursive style.

Zannie Barrett, NLPtCA Accreditation Registrar 2018